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23 July 1953

REPORT FOR THE WEEK OF 20 - 24 JULY

To: The Deputy Director of Training (G)

From: Management Training Division

Accomplishments

[redacted] have completed the manufacture of the first draft of A SECRETARY'S HANDBOOK. By next Monday they will have distributed approximately 350 copies to various offices and individuals throughout the Agency for review and comment before the final edition is made. The staff of the Reading Improvement Laboratory, [redacted] of the Support Staff, and all members of the Clerical Training Branch have been most cooperative in making possible this production at this time.

The Human Resources Program, initial phase, was completed on Thursday with Mr. Garrison and eleven members of his top staff in the Logistics Office.

The initial phase of the H. R. Program was completed on Tuesday with 17 Branch Chiefs and Section Chiefs in RI. I am making a conducted tour of RI this afternoon in preparation for continuing the H. R. Program with other groups of supervisors in this Division.

Spent two hours on Wednesday discussing my final summary report on the H. R. Program in TSS with [redacted] A very worth while and satisfactory discussion.

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[redacted] and I are working on an appropriate next statement with reference to the [redacted] interest in management training for us.

It has been suggested that the Management Training Division provide a brief but generally available course on CONFERENCE LEADERSHIP. We shall hope to come up with a concrete proposal on this by the middle of August.

Evident interest has been expressed in providing the substance of the H. R. Program for "Indians" in offices where the program has been conducted for "Chiefs". We are prepared to do this where the request is solid and supported by the top-side group in any office.

Additional

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It is my understanding that [redacted] has discussed with Mr. Baird: current operating problems in the Clerical Induction Section of Office-level significance. [redacted] weekly report is attached.

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Chief, Management Training Division

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